



September 30, 2011

Reply to Attn of:

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To: Directors of/Goddard Space Flight Center (GSFC)

From: 110/Director, Office of Human Capital Management  
200/Associate Director for Acquisitions

Subject: Process for All Training to Come Through the Office of Human Capital Management (OHCM)

OHCM has partnered with the Associate Director for Acquisitions to develop and implement a process for all internal and external training requests, regardless of the funding source (i.e. Center, Directorate, or Project) to come through OHCM for approval, prior to funding being committed. *Specific examples of internal and external training activities that are to come through OHCM include leadership development, organizational development, facilitation, technical coaching, professional development, career development, symposiums, conferences authorized as "training expense," and academic education.* This process is effective on October 1, 2011, and applies to all GSFC locations.

This process will ensure that the Center's training investments are:

- strategically aligned with the Center's mission,
- efficient by reducing redundancy and duplication of efforts, disseminated in a fair and equitable manner, and reviewed for appropriateness in terms of Federal, Agency, and Center Policies.

This new process will also ensure the alignment and integration of the Center training investments with mission priorities and direction; improve individual and organizational performance and assist in achieving the agency's mission and performance goals; and build a strong OHCM partnership with organizations by providing increased consultation and guidance.

When requesting training, the requestor is to either consult with their Directorate Human Capital Representative (HC Rep), Directorate Representative (i.e. Administrative Officer, Training Coordinator, or Directorate Designee for training) or the Functional Owner responsible for the training area for concurrence and priority ranking prior to contacting OHCM. OHCM will partner with the requestor to review and approve training requests as appropriate. Attached is the *Process for OHCM Internal and External Training Review and Approval* diagram. Please note that for Directorate training that will occur

onsite, an *OHCM Course Approval Form* must be completed in collaboration with OHCM, before procuring training.

If Directorates choose to use project funds and the training is more than \$3,000, the Directorate must submit a purchase request along with the approved OHCM Course Approval Form or SF-182 request for training, to the Procurement Operations Division for processing. For project-funded training under \$3,000, Directorates may use their purchase card to procure training, with the exception of academic education, *after* OHCM approval has been given. In such instances, approval from the Center/Agency Program Coordinator for Purchasing Cards (Purchasing Bank Card Coordinator) must be attained for auditing purposes. As a reminder, **Directorate travel cards cannot be used to procure training.**

For further information, please contact the OHCM Talent Cultivation Office Chief, Nichole Pinkney at (301) 286-5086 or at [Nichole.R.Pinkney@nasa.gov](mailto:Nichole.R.Pinkney@nasa.gov).



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